

# Minutes

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## Planning and Licensing Committee Tuesday, 11th December, 2018

### Attendance

|                              |                |
|------------------------------|----------------|
| Cllr Ms Sanders (Chair)      | Cllr Nolan     |
| Cllr McCheyne (Deputy Chair) | Cllr Mrs Pound |
| Cllr Haigh                   | Cllr Reed      |
| Cllr Keeble                  | Cllr Mrs Slade |
| Cllr Morrissey               | Cllr Trump     |
| Cllr Mynott                  |                |

### Apologies

Cllr Chilvers

### Officers Present

|                |   |                                       |
|----------------|---|---------------------------------------|
| Surinder Atkar | - | Planning Solicitor                    |
| Philip Drane   | - | Director of Strategic Planning        |
| Jean Sharp     | - | Governance and Member Support Officer |
| Lorne Spicer   | - | Business Development and PR Manager   |

### 272. Apologies for Absence

Apologies were received from Cllr Chilvers.

### 273. Minutes of the Previous Meeting

In relation to minute 187 – 33-37 High Street, Brentwood CM14 4RG - Cllr Mynott believed that details of an additional condition had been omitted. The condition required an appropriate height and obscure glass privacy screen along the walkway facing the Culyers Yard development. Subsequent to the meeting it was established that the detail of this condition had been included in the decision notice sent out to the applicant, as follows:

*'14. Before the residential units are first occupied and notwithstanding the submitted plans, details (including height and type), of a boundary screen at the rear of the residential units facing onto the High Street shall be submitted to and approved by the Local Planning Authority. The approved details shall*

*be fully implemented and retained thereafter. In order to prevent overlooking into Culyers Yard located at the rear of the site’.*

Subject to the clarification of Cllr Mynott’s enquiry the minutes were agreed to be a true record.

## **274. Planning and Building Control Fees and Charges 2019-20**

The report before Members set out the Council’s Planning and Building Control non-statutory fees and charges. Planning fees were set by central government and building fees continued to be led by market conditions.

Planning pre-application charging schedule was reviewed on a quarterly basis and fees were adjusted where appropriate, to reflect the quality of service and resources provided. Building control fees and other non-statutory fees were reviewed on an annual basis.

There was no proposed fee increase to any of the charges for 2019/20.

Cllr Ms Sanders **MOVED** and Cllr McCheyne **SECONDED** the recommendation in the report and a vote was taken on a show of hands. It was

### **RESOLVED UNANIMOUSLY that**

**Members note that the Fees & Charges in Appendix A and B were to remain at 2018/19 charges for 2019/20; and that Appendix A and B were referred to Policy, Project and Resources Committee as part of the Budget setting process.**

### Reasons for Recommendation

Ongoing budget pressures facing the public sector continue to be a factor in Council services seeking to generate income wherever possible to contribute to the provision of a high-quality service to residents and businesses.

Currently, it is not considered that any increase is required to the current fees and charges. However, this should be reviewed on a regular basis and adjusted to reflect both the level of demand from the development industry and the Council’s resources to provide a high standard of service.

Local Land Charges fees, having regard to the 1975 Act, are considered to be at a level that addresses the level of resources required to provide the demands of the service at cost. The fees have been reviewed in order to ensure that a cost recovery service is maintained and will be reviewed in line with any future legislative changes.

## **275. Licensing Fees and Charges 2019-20**

The report before Members set out the proposed fees and charges associated with licence applications for the 2019/20 period, for recommendation to Council for setting. There were minor increases (50p) in some charges compared with the 2018/19 period.

Cllr Ms Sanders **MOVED** and Cllr McCheyne **SECONDED** the recommendation in the report and a vote was taken on a show of hands. It was

**RESOLVED UNANIMOUSLY that**

**Members approve the Fees and Charges as detailed in Appendix A and that Appendix A is referred to Policy Projects and Resources Committee as part of the Budget setting process.**

Reason for Recommendation

The fees and charges must be agreed by Full Council and cannot be set by this committee. The fees proposed are on a cost recovery basis where possible.

## **276. Statement of Community Involvement Update**

Members were reminded that local planning authorities were legally required to prepare a Statement of Community Involvement (SCI). The SCI was an important part of the Council's Local Development Plan and set out how the Council would engage with the local communities through the planning process.

The Council's current SCI was adopted in 2012. Since then there had been several changes to the planning system and it was now necessary to update the SCI accordingly. The revised Brentwood Borough SCI was attached to the report as Appendix A.

As part of joint working within the Association of South Essex Local Authorities (ASELA) and early work to prepare a Joint Strategic Plan (JSP) for South Essex, a brief SCI addendum had been prepared. It was recommended that this SCI be approved as Part Two addendum to the Brentwood Borough SCI, as was being proposed for other ASELA partners. The Part 2 SCI was enclosed in Appendix B.

National Planning Practice Guidance did not require public consultation to take place when publishing an SCI. However, in order to test the effectiveness of joint consultation across local authority boundaries in preparation for the South Essex JSP, the Part 2 SCI (Appendix B) might be subject to a period of public consultation.

Cllr Ms Sanders **MOVED** and Cllr McCheyne **SECONDED** the recommendation and following a full discussion a vote was taken on a show of hands and it was

**RESOLVED UNANIMOUSLY that the Committee**

**1. Approves the revised Brentwood Borough Statement of Community Involvement enclosed in Appendix A; and**

**2. Approves the Part Two SCI South Essex Joint Strategic Plan set out in Appendix B.**

Reasons for Recommendation

Changes to the national planning system make it necessary to revise the Brentwood Borough SCI. The SCI is an important part of the Council's Local Development Plan, setting out how the Council will engage with local communities through the planning process. Local planning authorities must prepare an SCI in accordance with Regulations.

Given the Council's partnership in ASELA and early work to prepare a Joint Strategic Plan for South Essex, it is necessary to consider how consultation will take place across local authority boundaries.

**277. Response to Basildon Borough Council Revised Publication Local Plan and Community Infrastructure Levy (Preliminary Draft Charging Schedule) November 2018**

Members were advised that Basildon Borough Council was preparing a new Local Plan for their area as required by the National Planning Policy Framework (NPPF). Brentwood Borough Council was duty bound to undergo the duty to cooperate with neighbouring authorities on preparation of their local plans.

The Basildon Borough Revised Publication Local Plan (October 2018) was now at the pre-submission stage of the plan-making process (Regulation 19), which was the final opportunity to make representations before it was submitted for examination in public. Alongside the plan, Basildon Council had published its first stage of Community Infrastructure Levy (CIL) consultation; the Preliminary Draft Charging Schedule.

Several cross-boundary issues were identified as a result of unmet housing needs being identified in Basildon Borough, including provision for Gypsies and Travellers. It was proposed that the Brentwood Borough Council response set out cross-boundary issues and remaining concerns, with the need to resolve these through the Duty to Cooperate and specifically a Statement of Common Ground. Both Brentwood and Basildon Councils were partners in the Association of South Essex Local Authorities (ASELA). Both

authorities had approved the ASELA Statement of Common Ground, which included a commitment to joint working through the preparation of a Joint Strategic Plan for South Essex.

Cllr Ms Sanders **MOVED** and Cllr McCheyne **SECONDED** the recommendation and following a full discussion a vote was taken on a show of hands and it was

**RESOLVED UNANIMOUSLY that**

**The Committee approves the response to the Basildon Borough Revised Publication Local Plan 2013-2034 consultation set out in Appendix A.**

Reasons for Recommendation

Brentwood Borough Council is duty bound to undergo the duty to cooperate with neighbouring authorities on preparation of their local plans. The proposed response to the Basildon Borough Revised Publication Local Plan 2014-2034 is set out in Appendix A.

Both Brentwood and Basildon Councils' have embraced opportunities to work together in the preparation of our respective local plans in line with the duty to cooperate. Both authorities are partners in ASELA, committed to joint working through the preparation of a Joint Strategic Plan for South Essex.

The response set out in Appendix A aims to outline key issues and remaining concerns within the context of ongoing partnership and joint working.

## **278. Urgent Business**

There were no items of urgent business.

The meeting ended at 8.00pm